

**DIVISION of Facilities Management and
Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

June 26, 2023

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Horry County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, July 18, 2023**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA COMMISSION FOR THE BLIND
OFFICE SPACE IN HORRY COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – SOUTH CAROLINA COMMISSION FOR THE BLIND

- Location: HORRY COUNTY, SOUTH CAROLINA, preferred location on public transportation system and close to a bus stop
- Expected occupancy date: As soon as possible
- Total space needed is approximately 3,100 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 6 private offices for professional staff of approximately 100 square feet each
 - 1 workstation of approximately 48 square feet (landlord to provide workstation)
 - 1 break room of approximately 120 square feet (to include sink, water and counter tops) to accommodate 4 people at a time
 - 1 copy/print/supply room of approximately 120 square feet for dedicated floor mounted printer and storage
 - 1 IT closet of approximately 40 square feet
 - 1 room for low vision clinic of approximately 600 square feet
 - 1 assessment room of approximately 400 square feet
 - 1 clinic/assessment waiting area of approximately 100 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Must have two ADA compliant restrooms
- All interior and exterior doors must be equipped with either key or electronic locks
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 14 parking spaces are required to include 2 handicapped spaces. Landlord should state availability of 5 reserved parking spaces of which 2 require overnight parking.



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- Landlord will provide size-appropriate way finding signage for building and parking lot
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 3, 5, or 7-year terms.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Landlord will allow Tenant to install security cameras at Tenant's sole cost.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, July 18, 2023.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with South Carolina Commission for the Blind. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 or 803-737-1617; FAX: 803-737-0592
EMAIL: rps@admin.sc.gov

